



**COUNTY OF LOS ANGELES
DEPARTMENT OF AUDITOR-CONTROLLER**

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TO: Supervisor Gloria Molina, Chair
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FROM: J. Tyler McCauley 
Auditor-Controller

SUBJECT: eCAPS Project Status Report – December, 2004

These bi-monthly project status reports are to keep your Board apprised of progress in meeting deliverables and identifying issues that may affect the successful implementation of this enterprise application (eCAPS Project) and to update your Board on future project directions. The CIO is providing project oversight and quality assurance during the project.

The main focus of the eCAPS Project for the last two months has been the Create (Development) Phase involving establishing detailed work plans, completing design documents for application changes and working with departments on Chart of Accounts values, interfaces from departmental applications and new budget structures, to successfully meet the July, 2005 go-live date.

Project Status

Project On Schedule:	Yes
Project Within Budget:	Yes
Issues Requiring Attention:	None
CIO Oversight Concerns:	None

The eCAPS Project remains on schedule having started the Create (Development) Phase in October and designing the approved application changes necessary for system implementation. No issues have been identified that would delay the successful implementation of the new financial system on July 1, 2005.

Project Accomplishments This Period

Project accomplishments for the previous two-month period include:

- Installed the Production equipment and established the AIX/Oracle environments for the software development and for conversion / table configuration. This will allow the County to begin configuring the application for testing and preparation for implementation.
- Software modifications approved by the eCAPS Advisory Committee have been scheduled completion in five groups. The first group (and the largest) is scheduled for CGI-AMS delivery on January 3, 2005. All design is complete and we initiated the system test script development.
- Completed 141 detailed spreadsheets for loading information to the eCAPS application tables. Primary areas were for the new Chart of Accounts, vendor information and customer information.
- Completed Chart of Accounts and Budget workshops with departments in preparation for development of the Fiscal Year (FY) 2005 – 2006 budget and use of the eCAPS application in July, 2005. We received proposed organizational structures from departments for review with the CAO and input to the eCAPS application.
- Worked with Auditor-Controller management and staff to identify the accounting models and codes that identify the accounting impact and processing rules for specific documents and transactions in the new system.
- Completed 21 design documents for inbound interfaces from departments for legacy applications that will be sending files to eCAPS, such as department applications requesting warrants, DHS procurement and patient accounting applications and DPW's financial application. The eCAPS Project Teams began holding meetings with departments to review the documents and answer questions.
- Developed a Department Readiness Checklist for tracking department progress in preparing for the July implementation of eCAPS. The eCAPS Project Team and the eCAPS Advisory Committee will use the Checklist to monitor each department's progress.

Planned Activities for Next Reporting Period

The eCAPS Project Team's main focus for the next two-month period is to complete the application design documents, establish the testing and conversion environments and begin testing the software modifications and interface files from departments or other sources. Activities include:

- Reviewing organizational structures and other Chart of Accounts elements received from departments.
- Configuring tables and loading the application database to prepare for software testing in January.
- Developing the test scripts and testing the first group of software modifications.
- Completing the functional design for all reports planned to be available on July 1 and begin report development.
- Establishing a report development environment and begin developing application reports for all functional areas.

Project Issues and Other Actions

No issues have been identified, at this time, which will impact the implementation schedule of the project. However, departments are actively developing the Chart of Accounts setup for their department and beginning the programming work to interface their legacy applications to the eCAPS application. There are several areas where eCAPS will change how they code financial transactions, change their departmental business procedures and modify legacy applications that will either send information (such as payment requests) to the eCAPS accounts payable module for processing or change department applications using the Countywide Chart of Accounts (such as inter-departmental billings).

The eCAPS Project Team has developed a Department Readiness Checklist that will be distributed to all departments to make them aware of the tasks they must undertake to implement eCAPS and to complete a self-assessment of readiness for the July 1, 2005 implementation.

Future eCAPS Direction

The County has access, at no software cost, to the complete suite of Advantage integrated financial and human resources management software, but is only currently licensed for financials. Licensing for human resources would be based on negotiating a similar agreement as financials, where access to the software is contingent on negotiating a software maintenance agreement. The eCAPS Advisory Committee is reviewing County alternatives for utilizing these software modules to improve its financial and human resource capabilities on an enterprise-wide basis.

The eCAPS Project Team is currently only upgrading the financial modules for General Ledger, Accounts Payable, Accounts Receivable, and Project / Cost / Grant Accounting. The County staffs have been reviewing the remaining financial modules and are exploring the benefits of developing an implementation proposal with CGI-AMS to meet County business requirements, including:

- **Materials Management Modules** – This involves implementing the Procurement (including Vendor Self-Service), Inventory and Fixed Asset modules. Implementing these financial modules will allow the County to consider replacing

several major applications such as, ISD's CAMIS application, DHS' Health and Materials Management System (HMMS), and DPW's financial and procurement system (FAS). In addition, other departmental procurement, inventory and fixed asset applications will be replaced.

- **Performance Budgeting Module** – Implementing this budget preparation module in the Advantage suite will eliminate the use of the Budgeting Information System (BIS), allow departments and the CAO to prepare budgets at all stages of the budget development process and provide integration with the new eCAPS financial modules currently being implemented. In addition, a third-party product that was provided in the County's software license agreement will provide for development of the County's Proposed and Final budget books.

Several County departments have identified urgent needs in the human resources area, such as time collection, and the eCAPS Advisory Committee is also exploring opportunities to leverage Advantage human resources software to meet these and other business requirements. The eCAPS Advisory Committee views human resources management as an area that can be most efficiently and effectively addressed by a coordinated enterprise approach.

The eCAPS Advisory Committee will meet with your deputies during the next several weeks to discuss these future directions and to bring them up-to-date on the progress of the current eCAPS Project.


CIO Oversight Concerns and Recommendations

None.

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c: Chief Administrative Officer
eCAPS Advisory Committee
Information Systems Commission
County Counsel

Reviewed by:



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Chief Information Officer